

UNIT: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

S M T W TH F S

S M T W TH F S

JANUARY

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |    |    |    |    |

22 DAYS 176  
 HRS WORKED 170  
 HOLIDAY HRS 0  
 TE USED 0  
 TOTAL HRS 170  
 -6  
 HC EARNED 16

FEBRUARY

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 1  |    |    |    |

21 DAYS 168  
 HRS WORKED 170  
 HOLIDAY HRS 0  
 TE USED 0  
 TOTAL HRS 170  
 +2  
 HC EARNED 16

MARCH

|    |    |    |    |    |     |    |
|----|----|----|----|----|-----|----|
|    |    |    |    | 2  | 3   | 4  |
| 5  | 6  | 7  | 8  | 9  | 10  | 11 |
| 12 | 13 | 14 | 15 | 16 | 17  | 18 |
| 19 | 20 | 21 | 22 | 23 | 24  | 25 |
| 26 | 27 | 28 | 29 | 30 | *31 |    |

22 DAYS 176  
 HRS WORKED 170  
 HOLIDAY HRS 8  
 TE USED \*2  
 TOTAL HRS 180  
 -4

APRIL

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 1  |    |    |    |    |    |

21 DAYS 168  
 HRS WORKED 160  
 HOLIDAY HRS 0  
 TE USED 0  
 TOTAL HRS 160  
 -8  
 HC EARNED 8

MAY

|    |    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|----|
|    |    |    | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |    |    |    |    |    |    |    |

22 DAYS 176  
 HRS WORKED 180  
 HOLIDAY HRS 0  
 TE USED 0  
 TOTAL HRS 180  
 +4  
 HC EARNED 8

JUNE

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 |    |

22 DAYS 176  
 HRS WORKED 180  
 HOLIDAY HRS 0  
 TE USED 0  
 TOTAL HRS 180  
 +4

JULY

|    |    |    |    |    |    |    |   |
|----|----|----|----|----|----|----|---|
|    |    |    |    |    |    |    | 1 |
| 2  | 3  | *4 | 5  | 6  | 7  | 8  |   |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |   |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |   |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |   |
| 30 | 31 | 1  |    |    |    |    |   |

22 DAYS 176  
 HRS WORKED 160  
 HOLIDAY HRS 8  
 TE USED \*2  
 TOTAL HRS 170  
 -6

AUGUST

|    |    |    |    |    |    |    |   |
|----|----|----|----|----|----|----|---|
|    |    |    |    | 2  | 3  | 4  | 5 |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |   |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |   |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |   |
| 27 | 28 | 29 | 30 | 31 |    |    |   |

22 DAYS 176  
 HRS WORKED 180  
 HOLIDAY HRS 0  
 TE USED 0  
 TOTAL HRS 180  
 +4

SEPTEMBER

|    |    |    |    |    |    |    |   |
|----|----|----|----|----|----|----|---|
|    |    |    |    |    |    | 1  | 2 |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |   |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |   |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |   |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |   |

21 DAYS 168  
 HRS WORKED 170  
 HOLIDAY HRS 0  
 TE USED 0  
 TOTAL HRS 170  
 +2  
 HC EARNED 8

OCTOBER

|    |    |    |    |    |    |    |    |   |
|----|----|----|----|----|----|----|----|---|
|    |    |    |    |    |    |    | 1  | 2 |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 |   |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |   |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |   |
| 27 | 28 | 29 | 30 | 31 |    |    |    |   |

22 DAYS 176  
 HRS WORKED 170  
 HOLIDAY HRS 0  
 TE USED 0  
 TOTAL HRS 170  
 -6  
 HC EARNED 8

NOVEMBER

|    |    |    |    |    |     |     |    |    |
|----|----|----|----|----|-----|-----|----|----|
|    |    |    |    |    | 1   | 2   | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | *10 | 11  | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19  | 20  | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | *28 | *29 | 30 | 31 |

22 DAYS 176  
 HRS WORKED 150  
 HOLIDAY HRS 24  
 TE USED \*6  
 TOTAL HRS 180  
 +4

DECEMBER

|    |    |    |    |    |    |    |   |   |
|----|----|----|----|----|----|----|---|---|
|    |    |    |    |    |    |    | 1 | 2 |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |   |   |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |   |   |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |   |   |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |   |   |
| 31 |    |    |    |    |    |    |   |   |

21 DAYS 168  
 HRS WORKED 170  
 HOLIDAY HRS 0  
 TE USED 0  
 TOTAL HRS 170  
 +2  
 HC EARNED 8